

DOCUMENT RESUME

ED 389 300

IR 055 681

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TITLE Staff Management in Library and Information Work.
Third Edition.
REPORT NO ISBN-0566-07581-4
PUB DATE 95
NOTE 264p.
AVAILABLE FROM Gower, Ashgate Publishing Co., Old Post Rd.,
Brookfield, VT 05036-9704 (\$67.95).
PUB TYPE Books (010) -- Guides - Non-Classroom Use (055)

EDRS PRICE Document Not Available from EDRS.
DESCRIPTORS Interpersonal Competence; Job Satisfaction; Job
Training; *Library Administration; *Library
Personnel; Library Planning; *Management Development;
Personnel Selection; Staff Development; Supervision;
Tables (Data); Technological Advancement; Training
Objectives; Work Environment

ABSTRACT

Technological, social, legal, economic, educational and political advances have greatly affected the management of staff who have had to adapt to such developments as networking, the independence of educational institutions, income generation, compulsory competitive tendering, quality management and user consultation. This book is a guide to staff management in library and information work. Topics of discussion include the working environment, motivation and job satisfaction, workforce planning, job description and personnel specification, recruitment and selection of staff, staff appraisal, staff training and development, and staff supervision and interpersonal skills training. Six tables and 42 figures provide information on such issues as job satisfaction, training and development needs, managerial styles, job descriptions, and interviews. (Contains 344 references.) (AEF)

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